

Job Description

Office Projects Coordinator - Westlands

The Projects Coordinator role is very important to the running of the space and ultimately customer satisfaction, retention and growth.

Reporting to:

You will be reporting to the Office Manager, who will oversee the Nairobi Garage space.

50% Repairs & Supplier Management

- Find quality suppliers, know when to recognise quality suppliers and seek out recommendations and referrals.
- Negotiate rates, set expectations on delivery and payment, inspect and feedback to the supplier on their work.
- Repairs/Maintenance - Constantly be looking for things that need to be fixed, improved, painted, replaced. Immediately put into action a plan to resolve any maintenance issues.

30% Space Management

- Arrangement and Facilities - Keep a check on the arrangement of the space and if it needs updating, arrange for this periodically. Come up with ideas to improve the features and facilities in the space.
- Internet supply and stability - Constantly look for ways to improve connectivity. When internet is down, do nothing else until it's fixed.

20% Office Admin

- Communicating with Building management
- Office and company administration and documentation

Skill/Attributes

- An eye for detail and quality work
- A good negotiator
- Knowledge of building and facility management